<u>Custom Report: Dual Credit Scholarship</u> – The purpose of this report is to create the file to submit to KHEAA for the Dual Credit Scholarship Program. Students rostered into courses with Difficulty Level of DC: Dual Credit based on the date ranges selected will appear on this report. New Dual Credit Scholarship (DCS) fields have been added to Infinite Campus in the course record to help minimize reporting burden on districts. Data not in Infinite Campus must be manually entered on the report before submission to KHEAA. Additional elements are included in the last three columns of the report to facilitate data entry but will need to be removed before submitting to KHEAA. The final file must be saved as CSV (Comma-separated Values). Opening the CSV using Excel will corrupt the required data formatting.

Selection Criteria: (1) Select the date range appropriate to indicate whether the file is for Fall or Spring college semester. (2) Select the semester (fall or spring) for submission from the **DCS Semester** dropdown.

KDE Contact: Kiley Whitaker, Academic Program Manager, Office of Career & Technical Education

Pathway: KY State Reporting > KDE Reports > Dual Credit Scholarship
NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The report will generate in CSV format.

StudentSS	LastName	FirstNam	MiddleInitia	DateofBirt	Dist_Numbe	Sch_Numbe	GradeLeve	AcademicYea	Semeste	College	PPI_CourseAbbreviatio	PPI_CourseNumbe	LabIndicato	ScholarshipCours	HSCourse	HSCourse	HSSchool
1234	Mouse	Mickey	Z	11241997	000	000	12	20152016	F	00000000	BIOL	100	N		909999	Biology I	Disney High
5678	Duck	Donald	Z	11061998	000	000	12	20152016	F	00000000	BIOL	101	Y		909999	Biology I	Disney High

Report Notes:
- StudentSS will only display the last 4 of social security number. Given the personally identifiable data in this file, best practices for security of this file must be applied.
- Manual entry of data will be required for the first year of the scholarship. Adhering to the new Dual Credit Data Standard can minimize manual data entry. Below are the fields you may need to enter:

- o Fields that will prepopulate if included in course setup, or if not must be entered manually into report before it is sent to KHEAA.
  - PPI_CourseAbbreviation – The 3- or 4-digit post-secondary course abbreviation (i.e. ENG). The first 4 characters of the Course Name will populate on the report. PPI is a KHEAA acronym that stands for Participating Post-Secondary Institution.
  - PPI_CourseNumber – The 3- or 4-digit post-secondary course number (i.e. 101). Characters 6-9 of the Course Name will populate on the report.
    - *NOTE: If entering CourseAbbreviation and CourseNumber directly into the report, sort the spreadsheet by HSCourseNumber to group all like courses together.*
  - College – indicator of "DCS School" affiliated with dual credit.
  - LabIndicator – Y/N indicator – Will default to "N" unless set up with lab indicator in Infinite Campus course setup.
  - o ScholarshipCourse – This field is not captured in Infinite Campus and must be populated manually on the report. If the course should be paid for by the scholarship, a **Y** should be entered in this field. If the course should NOT be paid for by the scholarship, an **N** should be entered in this field. Guidance on the number of classes and hours per student that are scholarship eligible can be found in the KHEAA Guidance Document on the [KSIS-KHEAA webpage](#).
    - *Note: Before adding the ScholarshipCourse indicator, sort the spreadsheet by Last Name to group each student's courses together to ensure no more than two courses per student are designated scholarship eligible. Note: A course and its corresponding Lab counts as one (1) course.*
- The last three rows of data (highlighted in blue) have been provided to help with data entry. These fields must be deleted from the file <u>before</u> the file is submitted to KHEAA.

****The Dual Credit Scholarship report must be submitted to KHEAA as a CSV file. ****

<u>**Tips for saving the report as a CSV file:**</u>
- Save the report as an EXCEL file while editing. When ALL EDITS have been completed, save the file as Excel to retain a copy for yourself and then save as a CSV file. To save as a CSV file:
  - o Click File > Save As
  - o Choose the location to store the file
  - o Change "Save as Type" to **CSV (Comma delimited) (*.csv)**

File name:	Dual_Credit_Scholarship.csv	
Save as type:	CSV (Comma delimited) (*.csv)	

Once the file has been saved as a CSV file – DO NOT OPEN THE FILE. Opening the CSV file in excel will drop all leading zeros in the file. Without the leading zeros, the file will not properly upload into KHEAA's system and the district will have to begin the process again.